



Sandy City Home Occupation Application
10000 CENTENNIAL PARKWAY, SUITE 210
SANDY, UT 84070
PHONE (801) 568-7252

HOW TO APPLY FOR A SANDY CITY HOME OCCUPATION LICENSE

(Please retain for your records)

Sandy is a great place to start and carry on a business! This office wishes to offer assistance with the application process and has designed this set of procedures to help you understand some of the requirements for opening a business in your home.

1. Businesses must register the business entity (DBA, Corporation, LLC etc) with the Utah Division of Corporations, located at the Heber Wells Building 160 East 300 South, SLC., or online at www.business.utah.gov/registration (aka OneStop). The fee for a DBA is \$22 (renewable every 3 years) or \$70 for LLC or Corp (renewable annually). You must file some form of acknowledgment/verification of filing the State registration, with this application.
2. Generally, businesses involved with the sale of a tangible product must have a State Sales Tax number. That number may be applied for, in person at the Utah State Tax Commission at 210 North 1950 West, SLC or online at the OneStop location indicated in item #1. There is no charge. Documentation of a valid sales tax number must be submitted at the time this application is filed.
3. If the business is being run from rental property, a letter of permission (indicating the portion of the home permitted to be used, and acknowledging the nature of the business) must accompany the application.
4. Please print or type this application in dark ink. Incomplete or illegible applications will be returned. Please allow up to 30 days for processing once a complete application is submitted.
5. Any daycare, preschool, dance school, art/craft school or other business catering to minors, or offering care giver type services to the elderly, or other business as deemed necessary (for the continued safety and well being of the citizens and the community and as permitted by law and by the Police Department), will also need to submit a BCI criminal history report at the time of application. That report may be obtained through the Bureau of Criminal Identification, located at 3888 West 5400 South, SLC UT 84114, ph. (801) 965-4445. The cost is \$15.00
6. Fees for licenses are established by resolution of City Council. A copy of the most recently approved fees is available at City Hall. All appropriate fees must accompany the application. Please contact this office for correct computation of pro-rated amounts for regulatory and any applicable inspection or disproportionate fees. A \$25.00 charge is assessed to checks returned by any financial institution.
7. A copy of the Home Occupation ordinance is available at City Hall or provided as a link on the web site at (below the link for new applications), www.sandy.utah.gov. Please make sure you are able to comply with those requirements. If you fall under a Category II Home Occupation, you must first receive an approved Conditional Use Permit, before submitting this application for a Home Occupation Business License. If you have questions regarding any portion of the ordinance, you should contact the license office for correct interpretation or explanation.
8. There are additional requirements for beauty salons, group child uses, garage uses, accessory building uses, kilns, wood working or other flammable uses etc. for which you may incur additional inspection, and/or permit costs and application processing delays. Please check with the licensing office for further information.
9. License renewals are due by March 1 each year. Your Business License will indicate an expiration date. Renewal notices will be sent to you as a reminder, but you are ultimately responsible for making sure renewal payments are received prior to delinquency. A 25% delinquent late fee penalty is assessed on accounts not paid within 30 days of due date. After 45 days, an additional 50% delinquent penalty is assessed. If a bill is delinquent after 60 days, it is forwarded to the Legal Department for collection. Collection costs are incurred by the applicant.

If you have questions or need assistance in completing this application, please contact the Business License Office at (801) 568-7252 and we will be pleased to help.

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